

United States Department of Agriculture
Farm Service Agency

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: F8 FSA 179

POSITION TITLE: Budget Analyst

PAY PLAN, SERIES, GRADE: GS-0560-13

PROMOTION POTENTIAL: None

AREA OF CONSIDERATION: FFAS-DC Commuting Area
Status Candidates Only

LOCATION OF POSITION: Farm Service Agency
Deputy Administrator for Management
Budget Division
Administrative Expenses Branch
Washington, DC

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)
(202) 418-8998 (Additional Information)
(202) 418-9116 (TDD)

OPENING DATE: April 27, 1998

CLOSING DATE: May 11, 1998

(TO BE CONSIDERED FOR THIS POSITION ALL FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.)

Non-competitive eligible candidates will be considered. All competitive and non-competitive candidates have to apply by the closing date in order to be considered.

DUTIES: This position is located in the Administrative Expenses Branch, Budget Division, FSA. The Branch is responsible for the FSA Washington, field and county office workload and funding allocations and the FSA/CCC administrative expense fund budgeting. The incumbent serves as technical authority on the budgeting operations of a Federal nature; and is primarily responsible for formulating, justifying, presenting, and executing the budget for assigned FSA administrative expenses consisting of intra-departmental and intra-governmental transactions, as well as portions of the Working Capital Fund involving FSA administrative expenses. Extensive dealings with officials of FSA, USDA, Treasury, and OMB are required.

QUALIFICATION REQUIREMENTS:

The following are minimum qualification requirements for this position:

- One year of specialized experience which
- is typically related to the line of work of the position being filled; and -- has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of this position.

Note: To be creditable, the specialized experience must have been at least equivalent to the next lower grade in the normal line of progression in the Federal service.

BASIC ELIGIBILITY:

- You must have competitive civil service status.
- You must be a U.S. citizen to apply.
- Status applicants must meet time-in-grade restrictions.

EVALUATION CRITERIA:

Evaluation will be based on review of the following:

- Application
- Performance Appraisal
- Supplemental KSA (knowledge, skills and abilities) Statements

SUPPLEMENTAL KSA STATEMENTS (Mandatory):

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following: experience, training, education, and awards.

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

- 1 Knowledge of Federal and Departmental budget procedures and regulations.
- 2 Ability to formulate, justify, and execute a multimillion dollar budget for annual operating budgets.
- 3 Knowledge of automated budget systems and operations, including the ability to develop, implement, and maintain automation support through related software packages.
- 4 Ability to communicate orally.
- 5 Ability to communicate in writing.

Notes: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address indicated on the last page of this announcement:

- Application (see "Notes")
- A copy of your most recent performance appraisal (or appropriate form)
- Supplemental KSA statements responding to evaluation criteria
- Status applicants must submit a copy of their latest Notification of Personnel Action (SF-50) that shows competitive civil service status.
- A copy of college transcript (if you are using education to qualify)

NOTES:

- You can submit an Application for Federal Employment (SF-171), a resume as an application, Optional Application for Federal Employment (OF-612), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.
- Please indicate job announcement number on your application.
- To be considered for this position the above forms must be received no later than the closing date of this announcement.
- The use of U.S. government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.
- FFAS employees located at the Park Office Center, Portals Building, and the Reporters Building may use the interoffice mail system to transmit employment applications.
- Faxed applications will not be accepted.
- Relocation expenses may be authorized.

OTHER INFORMATION:

- The following individuals who submit evidence of their eligibility may be considered under other hiring authorities:
 - Individuals with disabilities
 - Former Peace Corps, Vista, Action Cooperative Volunteers
 - VRA Eligibles
 - 30 Percent Disabled Veterans

ADDRESS FOR DELIVERY OF APPLICATION:

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

USDA-FSA-HRD-SUITE 5000
2117 L STREET NW
WASHINGTON DC 20037-1524

Applications may also be personally delivered to the above address, or to either of the following locations:

2101 L Street, NW, Washington, DC, Room 5000
OR
1400 Independence Avenue, SW, Washington, DC, Room 0082-South Building
(Mail Slot in Door)

USDA NONDISCRIMINATION STATEMENT

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- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.